

Whimble Victory Hall

Minutes of the meeting of the Trustees held on 7th April 2003

Present

George Begent	Treasurer
Teresa Daniels	Bookings Secretary
Pam Scanlan	Secretary
Daniel Bratt	Representative V.P.A.
Sylvia Broom	Representative W.I.
Arthur Iball	Representative Over 60's Club
Shirley Peters	Representative Mothers Union
Avril Ellingham	Representative PCC
Alex Trotter	Representative British Legion
Joan Bellamy	Representative PTFA
Amanda Fielding	Representative Whimble School
Bob Scanlan	Elected member
Peter Bowden	Elected member

1. Apologies:

John Discombe, John Williams, Caroline Ward-Rees, Liz Camp.

In the absence of John Discombe, Arthur Iball took the chair

2. Minutes of Previous Meeting:

The minutes of the previous meeting held on 24th February 2003 were agreed as correct and signed by the Vice- Chairman.

This was proposed by Shirley Peters and seconded by Danny Bratt.

3. Matters Arising:

3.1 To receive reports on actions arising from the previous meeting.

3.1.1 The Chairman has the matter in hand.

3.1.2 We have sufficient volunteers for the car boot sale. Pam and George have a meeting with the council on Thursday and details will be circulated after this.

3.1.3 John Williams has completed all the repairs he agreed to do.

3.1.4 John Discombe has ordered the new signs after receiving a quote for £75.

3.1.5 Len Luck has still not cut the hedge, so the secretary agreed to remind him.

3.1.6 No further action as Caroline has been away.

3.1.7 All charges have been raised by 2.5% with effect from 1st Jan. as agreed. In future the treasurer will send out notification of the increase with the December invoices.

4. Maintenance;

We still need a chairman, at present the work is being done by JD and RJS

Maintenance forms were circulated.

The security light is still not working.

The lock on the front door is very difficult.

George Begent offered to inspect the building prior to each committee meeting.

A date for a clean up will be fixed at the next meeting.

5. Correspondence:

The secretary read the correspondence received since the last meeting.

We have received a reminder about the entertainments licence

We were successful in our bid to the Parish Council for a grant of £1000 towards new stage curtains and kitchen refurbishment

The over 60's also had a successful bid for blackout curtains for the billiard room. Arthur Iball proposed that they should go ahead with this and new curtains for the room. They also need permission to alter the existing fittings to enable the new drapes to be hung. These proposals were seconded by Shirley Peters and unanimously agreed.

6. Treasurer's Report:

Current Account	£1682
Deposit Account	£2450

Copies of the new price list will be circulated to all committee members and also posted on the noticeboard.

The rent policy sub-committee will be meeting soon.

7. Booking Secretary's Report:

Regular bookings continue, and there have been a few parties.

The playgroup has asked for more time, but at present there is none available.

The school have written to ask if, during the imminent building work when the hall will be used as a classroom, they can leave their equipment and furniture out provided that there is no evening or weekend booking, This was agreed in principle but we need confirmation of the insurance situation. We would also advise that nothing should be left that was felt to be at great risk. We also need to look at our charges to the County Council, especially as it looks as though the long-term use of the hall will continue longer than anticipated and prevent use by others. This matter to be discussed at the rent sub committee.

After discussion, it was agreed we should have a policy about the hall equipment, to the effect that whoever hires the hall also has the equipment, unless they have previously agreed that someone else could have it. This was proposed by RJS, seconded by PB and unanimously agreed.

It is the responsibility of the hall committee to ensure the security of the building, and the duty of the caretaker to unlock and lock as required. It appears that several people hold keys without the authority of the committee. JD has discussed this with the caretaker and will follow up with a letter. It was agreed we need a register of keys and a system of release and collection. This to be discussed by the sub-committee.

The sub-committee also need to look at the question of preparation time and clearing up time and the charging policy for this.

A policy also needs to be decided about charging for the committee room especially if the same hirer has the hall and the kitchen.

8. Any Other Business:

It was agreed that the secretary should send Penny Weinreb a letter thanking her for all her work and wishing her well.

Peter Bowden asked for a letter to be sent to Jim Chard thanking him for his help with the scalplings for the car park.

Teresa Daniels agreed to help organise Village Day as Pam Scanlan will be on holiday. It was agreed to charge 10 per table as last year and not to bother with any entertainment. Coffee will be served in the Church as usual.

John Discombe should be asked to arrange an urgent meeting of the rent sub-committee as several issues are outstanding.

9. Date of the Next Meeting:

The next meeting will be held on Monday 12th May 2003.

The meeting closed @ 9.40.p.m.